

ADMINISTRATIVE SUPPORT

i. Listings/Cancellations/Suspensions/Price changes/Photo uploads

Offer Preparation/Waivers/Amendments/Mutual Releases

for Jane Office - email: listings@remax-premier.ca

for Woodbridge Office - email: woodbridgereception@remax-premier.ca

for Wilson Office - email: wilsonreception@remax-premier.ca

ii. New deals/ Waivers/Amendments/Mutual Releases/ All transactional paperwork

for Jane office - deals@remax-premier.ca

for Wilson office - email:

iii. New Construction/Development Deals -

for Jane office email: susan@remax-premier.ca

for Wilson office - email:

iiii. Signed Trades/Lease Closing Confirmation/Balance of Commission Inquiries

for Jane office - email: admin@remax-premier.ca or call extension 202

for Wilson office - email:

v. Expense Statements/Employment Letters/Contract Information/Advances/HR

for Jane office - email: Josie Paglia - jpaglia@remax-premier.ca

for Wilson office - email: